

SARATOGA COUNTY DEPARTMENT OF PERSONNEL
40 McMASTER STREET
BALLSTON SPA, NY 12020
PHONE: 518-885-2225 FAX: 518-884-4752
REGULAR HOURS: MONDAY THROUGH FRIDAY 8:00AM – 5:00PM
www.saratogacountyny.gov

CROSS-FILE APPLICATION

INSTRUCTIONS:

1. Only candidates who have filed employment applications for examinations in different civil service agencies (agencies in addition to the County of Saratoga) scheduled for the same examination date must complete and return this form. ***This form should not be used if the candidate is taking multiple examinations administered by the Saratoga County Department of Personnel.***
2. A separate employment application must be completed for each examination, along with the appropriate filing fee. The employment applications should be filed individually with each civil service agency where the examination is posted. Each application must include the examination number assigned by the civil service agency.
3. The Cross-File Application must be returned to the Saratoga County Personnel Department no later than fourteen days prior to the date of the scheduled examination(s).

Name (Last, First, I)	SSN

Examination Date: _____

List all examinations including those with Saratoga County.

Examination Title	Exam #	Civil Service Agency

Please list the civil service agency where you would like to take the above examinations.
_____ (If taking a NYS exam, you must take all exams at the State site.)

It is the candidate's responsibility to make examination preparations with each civil service agency to which they have applied for examinations scheduled on the same date. Candidates taking multiple examinations on the same day must bring the admission notices for each civil service agency to the examination site on the date of the examination. It is the candidate's responsibility to insure that all the examination numbers are on their answer sheet.

Applicant Signature

Date

Mail application to above address or fax it to 518-884-4752.